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ILA/ACRL Minutes and Reports

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10-9-2015

# ILA/ACRL Executive Board Minutes, October 9, 2015

Association of College and Research Libraries. Iowa Chapter

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## **ILA/ACRL Executive Board Meeting Minutes**

**October 9, 2015**

**WebEx**

**10:00-11:30 a.m.**

Present: Anne Marie Gruber -- President (University of Dubuque); Sara Scheib -- President-Elect (University of Iowa); Kristy Raine -- Secretary/Treasurer (Mount Mercy University); Dan Chibnall (Grandview University); Rebecca Funke (DMACC, Ankeny Campus); Mary Heinzman (St. Ambrose University); Jenny Parker (Clarke University); Amy Paulus (University of Iowa); Pam Rees (Grandview University); Ericka Raber (University of Iowa); Leila Rod-Welch (University of Northern Iowa) ; Andrew Welch (Drake University).

Absent: Carrie Dunham-LaGree (Drake University); Jill Jack (Coe College)

### **1. Welcome and Introductions**

Anne Marie Gruber welcomed everyone to the WebEx platform; she noted the chat function and various options within the interface. Anne Marie also welcomed Rebecca Funke to the executive board. No further announcements noted.

The meeting was called to order at 10:07 a.m.

### **2. Approval of Executive Board Minutes from July 31, 2015**

Minutes of the July 31, 2015 meeting were distributed earlier via email and a Google Drive link. No additions or corrections noted. Motion by Anne Marie to approve the minutes, as distributed.

### **3. Treasurer's Report**

Kristy noted the chapter's August 1, 2015 starting balance was \$6,228.23. Since the last board meeting, an August disbursement of \$176.00 was made for ILA conference registration costs. The closing balance, as of September 1, is \$6,132.23. Data will be continuously updated as new reports are received.

### **4. Committee and Representative Reports:**

#### **· Awards (Dan Chibnall)**

Dan noted two announcements for the group. First, Ashley McHose, the new Information Literacy librarian at Wartburg, has received the 2015 ILA Fall Conference scholarship. Second, Jenny Parker, ILA/ACRL executive board member, received the PR Marketing Award and a \$500.00 prize. Jenny will share more details about her ideas during the ILA/ACRL business meeting at the fall conference.

ILA/ACRL legacy awards will be announced at the 2016 spring conference; Sara asked about entries for the logo contest. Dan noted no entries, despite three months of advertising. Anne Marie suggested mentioning the lack of entries at the fall business meeting, hoping to encourage submissions.

#### · **Electronic Communications (Andrew Welch)**

Andrew noted that the committee continues to update library directory listings for the ILA/ACRL website, choosing to consolidate information to show a direct link to a library's staff directory, as well as noting its director/dean and facility contact information. The committee is working with Jenny Parker and the membership committee to synch the website with the current membership list and will block access to former members.

#### · **Fall Program (Amy Paulus)**

Amy noted the upcoming fall conference in Des Moines; the "Active Teaching and Learning" preconference event has twenty-five registered participants, as well as six presenters (31 attendees). Carrie and Kristy will assist as session managers for the "College Readiness" concurrent session; Carrie and Anne Marie will serve as session managers at the preconference session. The chapter's fall conference programming includes:

The preconference session will be titled "Active Teaching and Learning: Applying the Information Literacy Framework" and will be led by Dr. Jean Donham. Small group leaders will include Becky Canovan, Carrie Dunham-LaGree, Anne Marie Gruber, Chris Neuhaus, Sara Scheib, and Susan Vega-Garcia. The session will occur on Wednesday, October 14 from 10:00 a.m.-3:00 p.m.

The first concurrent session will be "College Readiness: Building K-16 Information Literacy Foundations." The session will feature Ericka Raber, Pam Rees, and Denise Rehmke as co-presenters. The session will meet from 11:05-11:55 a.m. on Thursday, October 15.

The second concurrent session will be titled "Collaborative Professional Development: Creating Your Own Opportunities." The session's panelists will be Amy Blevins, Anne Marie Gruber, and

Mara Eggherman. The session will be held on Friday, October 16 (11:20am-12:10pm) at the fall ILA conference.

Amy noted that the fall planning meeting will occur on Friday, November 6 at the Urbandale Public Library. Sara noted she will attend; Anne Marie noted that committee members are encouraged to attend. Dan mentioned that ILA will assemble a list of those attending to help with planning efforts.

### **Membership (Jenny Parker)**

Jenny reported, as of October 3, 145 current members in the chapter, a gain of eight members since the last board meeting. Jenny shared that total membership is a bit lower than this same time last year (October 2014 -- 148 members). Monthly membership information is received from the ILA office; recruitment continues for the Ambassador program. The plan for next year is to assign committee members certain institutions and they will communicate with the Ambassador (Ambassador if the position is open) to make sure new members from that institution are recruited and welcomed.

Jenny noted the continuing discussion about the ILA/ACRL listserv. Two major questions are posed: (1) is the listserv underutilized; and (2) how do we share (promote) the list with membership? Anne Marie asked if an opt-out exists for the list; Jenny affirmed. Dan suggested the topics could be posed at the upcoming business meeting; Sara suggested a message to the existing listserv.

Rebecca asked about preferred communication options; Anne Marie noted more use of Facebook and that listserv use is hard to determine. Dan noted only 65 members on list; Anne Marie noted challenge of getting consensus for any one mode of communication. Sara emphasized role of Twitter and Facebook as channels; association seems to lack ways to truly reach majority of members. Anne Marie noted ILA office assisting with ILA/ACRL by-laws voting announcement; listserv content must be more than job ads to be valuable. Mary noted that many new members may not know about the list or how to join it.

Rebecca noted one central place for communication would be ideal; using Facebook at work may pose problems for some members. Mary asked about persons who are not members and are subscribers; Jenny noted many are retired staff, as well as vendors in the group.

Anne Marie noted that listserv discussion document could be posted to ILA/ACRL website; Sara suggested an informal poll on the topic. Anne Marie suggested questions that seek communication options for non-members. Jenny noted document could be distributed to non-members, as well as creating poll for feedback.

Jenny then discussed correspondence between Membership and ECC committees. ILA/ACRL website access is limited to current membership; recent episode of ILA member attempting to access site without ACRL membership. Situation was resolved. Jenny also noted her reservation in providing a direct link to the board minutes for Ambassadors. Discussion by group; Anne Marie noted agenda need not include link to past minutes. Access to the Google Drive, for the ILA/ACRL executive board, will be verified for all applicable members.

- **ACRL Chapter Council Representative (Ericka Raber)**

Ericka noted national ACRL speakers available for visits; discussion as to last instance of speaker presenting at ILA/ACRL conference. Pam verified last appearance in 2013; Amy asked about the list of available speakers. Ericka will post details to the ILA/ACRL website. Ericka also noted a recent panel discussion at the University of Iowa; panelists spoke about their membership in ILA /ACRL. Event was well received and planned by Brett Cloyd.

- **Newsletter (Leila Rod-Welch)**

Leila noted the committee will be reporting on ILA fall conference sessions; with fewer sessions focusing on academic library issues, many members choose to only attend the spring conference. Should coverage change, excluding fall conference? Sara emphasized reporting on ACRL events should occur; Anne Marie agreed and noted that conference attendance should be encouraged. Consensus that ACRL event coverage should be retained in the newsletter; Sara noted that the executive board could assist with reporting. Leila noted one more member needed for newsletter committee.

- **Spring Conference (Rebecca Funke)**

Rebecca noted the planning committee recently met; spring conference is scheduled for May 20, 2015 at the FFA Center, Ankeny DMACC. Committee is still trying to determine theme; request from past attendees to have more active, practical and technical sessions. Rebecca asked about using Sched application at the conference; \$100.00 fee paid by ILA (per event) for use. Anne Marie noted the application was well liked and definitely worth the cost. Dan seconded; Rebecca will ask about using Sched again.

The committee is also investigating available funds for the conference. Expenses have been set at \$6000.00, with average costs running \$4,000-\$5,000. Local panels and speakers can help reduce costs; can we afford to bring in an outside speaker? What about sponsors to help with costs? Is that allowed?

Anne Marie asked about frequency of national ACRL speakers; Dan and Pam noted only able to use once every four years. Anne Marie noted a regional speaker might be feasible; Dan noted conference, during his time as president, was roughly \$4000-\$5000. Costs were a bit higher when the event was held at Luther College. Staying in that range would be wise. Rebecca noted food and venue costs vary and compose large part of budget; speaker costs can be very high. Committee may consider more funding angles. Anne Marie noted her support of sponsors for meals and need to know ILA guidelines for sponsors. Pam noted national speakers can require \$1000-\$1500 for fees; Mary noted a joint meeting may help with costs. Dan suggested a joint state conference -- Iowa and Minnesota joining efforts. Anne Marie liked idea and noted wide collaboration on such a possibility. Presence of sponsors is seen at past conferences; Pam noted EBSCO as part of IPAL with no sales activity during conference. Rebecca will explore options for funding and speakers; committee meets again in late October.

· **K12/Higher Ed Ad Hoc Committee (Pam Rees)**

Pam noted the committee is sun-setting in a few months; remaining matters involve the pilot study with no data to share at this time. Anne Marie noted the upcoming change to the ILA/ACRL bylaws will impact the committee; Pam noted need to recruit members for the new combined committee and will work with Ericka on this matter. Anne Marie noted informal gathering of college readiness group at fall conference; Pam replied the group will gather Friday morning -- time and place TBD.

· **Nominating (Sara Scheib)**

Sara announced work on ballot continues and will be released after the fall conference. Nomination and Awards committees have full members; slots remaining for ECC, Membership and Fall Program.

· **ACRL Government Relations Representative (Mary Heinzman)**

Mary noted ILA/ACRL listserv is extensively used for her announcements. Need to reach full membership is crucial, so improvements to the list are appreciated.

## **5. Unfinished Business**

Anne Marie noted ILA office releasing official message for ILA/ACRL bylaws voting; Qualtrics will be used for the process, and voting closes on Tuesday, October 13, 2015. Results will be

shared at the fall business meeting. Anne Marie noted her thanks to Sara for her assistance with Qualtrics needs and to Andrew for website promotion of the voting event.

## **6. New Business and Announcements**

Anne Marie noted no new business. If committee chairs are unable to attend the business meeting, please notify Anne Marie of proxy. She also noted her availability to make reports; copies of spring business meeting minutes will be available.

No further business.

The meeting was adjourned at 11:14 a.m.

Respectfully submitted,  
Kristy Raine, ILA/ACRL Secretary-Treasurer